

Provider Access Policy

Heathcote School and Science College



Approved by the Governing Board:	Autumn 2025
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To be reviewed:	Annually
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Next review date:	Autumn 2026
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Other Documentation

This Policy should be used in reference with the following documents;

- GDPR Policy
- Learning, Teaching & Development Policy
- Safeguarding Policy
- Visitors Policy

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Introduction

This policy statement sets out Heathcote School and Science Colleges' arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the School's legal obligations under Section 42B of the Education Act 1997.

Pupil Entitlement

All pupils in Years 7-13 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point.
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events
- to understand how to make applications for the full range of academic and technical courses.

Management of Provider Access Requests

Procedure

A provider wishing to request access should contact;

Sita Bashal, Director of English/Careers Leader
sbashal@heathcote.waltham.sch.uk

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers.

Premises and Facilities

Heathcote School & Science College will make a suitable venue, classroom or private meeting room available for discussions between the provider and students, as appropriate to the activity. The School will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Coordinator.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the school reception for the Careers Coordinator. This information will be placed in the School Library and/or Sixth Form Learning Resource Centre.

Opportunities for Access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into the School to speak to pupils and/or their parents/carers.

Please speak to our Careers Leader to identify the most suitable opportunity for you.

KS3 Careers Programme (Years 7/8/9)

Our KS3 careers programme builds strong foundations for pupils to explore aspirations, link learning to future pathways, and make informed choices about GCSE options. Activities are structured around assemblies, curriculum links, enrichment, and parental engagement, with clear alignment to the Gatsby Benchmarks.

KS3 pupils are introduced to the world of work through a blend of assemblies, PSHRE lessons, enrichment activities, and national careers events. Year 7 focuses on self-awareness, Year 8 on skills, success, and aspirations, and Year 9 on making informed GCSE choices and early post-16 preparation. The programme ensures every pupil begins to see clear links between learning, personal goals, and future opportunities while meeting all 8 Gatsby Benchmarks.

Core Programme (All Years)

- Assembly/Tutor Time – “Future Fridays” (GB2, GB3, GB5, GB7)
Weekly focus on careers through Unifrog, *Career of the Week* spotlights, and quizzes.
- Careers & Aspirations Pupil Surveys (GB3) – measuring pupils’ ambitions, interests, and awareness.
- Parent/Carer Presentations (GB2) – age-appropriate information sessions to support career conversations at home.
- Workshops, Trips, Drop-Down Days (DDD) (GB4, GB5, GB6, GB7) – opportunities to experience employers, workplaces, and career-linked learning.
- Challenge Weeks (1–3 each year) (GB4, GB5, GB6) – enrichment weeks that develop transferable employability skills.
- End-of-Year Monitoring & Evaluation (GB1) – surveys, feedback, and review of programme impact.

Year 7 Focus

- ‘Intro to Careers’ Parent/Carer Presentation (GB2).
- PHSRE Lessons – “Who Am I?” (GB3, GB8) – exploring identity, strengths, and aspirations.
- National Apprenticeship Week & National Careers Week (GB2, GB5, GB7) – early exposure to different pathways.

Year 8 Focus

- ‘Exploring Careers’ Parent/Carer Presentation (GB2).
- PHSRE Lessons – “What Does Success Mean to Me?” (GB3, GB8) – reflecting on values, goals, and future success.
- Y8 Parents’ Evening – CIAG/Options Conversations (GB1, GB3).
- National Careers & Apprenticeship Weeks (GB2, GB5, GB7).

Year 9 Focus

- Assembly/Tutor Time – “Exploring GCSE Options” (GB3, GB7).
- Parent/Carer Presentation – “Exploring GCSE Options” (GB2).
- PHSRE Lessons – “Choosing Options Linked to Careers” (GB3, GB8) – ensuring informed choices connected to aspirations.
- Post-16 Pathways & Local FE Provider Assemblies (GB7) – early preparation for transitions beyond KS4.
- National Careers & Apprenticeship Weeks (GB2, GB5, GB7).

Summary of Gatsby Benchmark Coverage in KS3

- GB1: Stable Careers Programme – Yearly monitoring, parent/carer presentations, CIAG support at evenings.
- GB2: Learning from Career & Labour Market Info – Future Fridays, Unifrog, parent/carer sessions, National Careers & Apprenticeship Weeks.
- GB3: Addressing the Needs of Pupils – Annual surveys, targeted assemblies, personalised support in Options.
- GB4: Linking Curriculum to Careers – Subject-linked DDD days, workshops, and trips.
- GB5: Employer Encounters – Assemblies, workshops, and challenge week employer links.
- GB6: Workplace Experiences – Employer trips and DDD opportunities.
- GB7: Encounters with FE/HE – FE provider sessions (Y9), National Careers Week activities.
- GB8: Personal Guidance – Delivered through PHSRE lessons, early options support, and targeted interventions.

KS4 Careers Programme (Years 10 & 11)

Our KS4 careers programme builds on earlier learning and focuses on preparing pupils for post-16 choices, work experience, and long-term progression routes. It provides a blend of curriculum learning, personal guidance, employer encounters, and parental engagement.

KS4 pupils experience a comprehensive programme combining curriculum-linked careers education, work experience, 1:1 guidance, and employer/FE engagement. The programme supports pupils to make informed post-16 choices, ensures all pupils receive impartial advice, and provides targeted interventions for those most at risk of NEET, fulfilling all 8 Gatsby Benchmarks.

Core Programme (Across KS4)

- Assembly/Tutor Time – “Future Fridays”
Weekly careers inputs through Unifrog, *Career of the Week*, and quizzes to explore different sectors and routes. (GB2, GB3, GB5, GB7)
- PHSRE Careers Lessons
 - Year 10: Preparing for Work Experience (GB3, GB5, GB6)
 - Year 11: Progression support and employability development (GB3, GB8)
- Challenge Weeks (3 per year)
Themed enrichment focusing on enterprise, employability, and problem-solving. (GB4, GB5, GB6)

Year 10 Focus

- Careers and Aspirations Survey (GB3) – initial reflections on skills, interests, and aspirations
- Parent/Carer Presentation – “Developing Skills & Interests” (GB2).
- Workshops, Trips & Drop-Down Days (GB4, GB5, GB6, GB7) – linking subjects to careers and experiencing workplaces.
- Work Experience Placement (GB5, GB6) – first-hand exposure to the workplace.
- Parents’ Evening CIAG Support (GB1) – impartial advice and guidance for families.

Year 11 Focus

- 1:1 CIAG Guidance (GB8) – targeted priority pupils supported with tailored guidance.
- Post-16 Pathways (GB7) – engagement with local FE providers and apprenticeship routes.
- Parent/Carer Presentation – “Post-16 Pathways” (GB2).
- Careers Fair (GB5, GB7) – multiple employer and education provider encounters.
- Afterschool ‘Drop-in’ CIAG Support (2x weekly, GB8) – access to guidance at point of need.
- Y11 Parents’ Evening CIAG Support (GB1).
- National Apprenticeship Week (Feb) & National Careers Week (March) (GB2, GB5, GB7).
- LBWF Data Returns (GB3) – tracking destinations and supporting pupils at risk of NEET.
- ‘Risk of NEET’ Bespoke Sessions (GB3, GB8) – targeted interventions for vulnerable pupils.
- Exams Support & Progression Week – focus on transitions and next steps.

Monitoring & Evaluation

- Annual Careers & Aspirations Surveys (GB3) – capturing pupil voice and measuring progression.
- End-of-Year Monitoring & Evaluation (GB1) – surveys, feedback, and programme review.
- Destination Tracking (GB3) – ensuring leavers’ data informs support for current pupils.

KS5 Careers Programme Summary (Years 12 & 13)

Our KS5 careers programme equips students with the knowledge, skills, and personalised support needed to progress successfully into higher education, apprenticeships, or employment. The programme provides consistent exposure to career pathways, employer encounters, and impartial guidance, fully aligned to the Gatsby Benchmarks.

KS5 students receive a comprehensive careers programme combining structured assemblies, curriculum links, personalised guidance, employer encounters, and parental involvement. Year 12 focuses on skills development and early post-18 planning, while Year 13 provides intensive UCAS, apprenticeship, and employment support. The programme ensures every student leaves with a clear and supported progression pathway, meeting all 8 Gatsby Benchmarks.

Core Programme (Across Y12 & Y13)

- Assembly/Tutor Time – “Future Fridays” (GB2, GB3, GB5, GB7)
Weekly Unifrog activities, *Career of the Week* spotlights, and quizzes to maintain career focus.
- Careers & Aspirations Pupil Surveys (GB3) – tracking skills, aspirations, and readiness for post-18 choices.
- Parent/Carer Presentations (GB2) – “Skills for the Future” and “Exploring Post-18 & Beyond.”
- Workshops, Trips, and Drop-Down Days (DDD) (GB4, GB5, GB6, GB7) – exposure to employers, universities, and pathways.
- Challenge Weeks (3 per year) (GB4, GB5, GB6) – enrichment weeks developing employability and leadership skills.
- KS5 ‘Drop-in’ Afterschool Careers Support (2x weekly) (GB8) – accessible impartial guidance for all students.
- Annual Monitoring & Evaluation (GB1) – surveys, feedback, and programme review.

Year 12 Focus

- Parent/Carer Presentation – “Skills for the Future” (GB2).
- CIAG Support at 6th Form Open Evening (GB1).
- Post-18 Pathways Group Sessions (GB8) – covering university, apprenticeships, and employment.
- National Apprenticeship Week & National Careers Week (GB2, GB5, GB7).
- Construction Pathways Targeted Support (GB4, GB7) – bespoke pathway guidance.
- Progression Week (GB4, GB7, GB8) – dedicated programme on UCAS, apprenticeships, employability, and skills.
- Oxbridge/Early UCAS/Entrance Exam Workshops (GB7).
- LBWF Data Returns (GB3) – Sixth Form enrolment, cohort checks, and Sept Guarantee.

Year 13 Focus

- Parent/Carer Presentation – “Exploring Post-18 & Beyond” (GB2).
- UCAS & Apprenticeships Workshops (GB7) – including October and January deadlines.
- Post-18 Apprenticeship & Employment Support (GB8) – tailored group and 1:1 sessions.
- KS5 CIAG Support at Parents’ Evenings & Open Evenings (GB1).
- National Apprenticeship Week & National Careers Week (GB2, GB5, GB7).
- Exams Preparation & Transition Guidance (GB3, GB8).
- LBWF Data Returns (GB3) – destinations, offers, and Sept Guarantee compliance.

Summary of Gatsby Benchmark Coverage

- GB1 – Stable Careers Programme: Open evening CIAG support, end-of-year monitoring, parents’ evenings.
- GB2 – Career & Labour Market Info: Unifrog, assemblies, parent/carers presentations, National Careers Week.
- GB3 – Addressing Needs of Students: Careers surveys, destination tracking, targeted support (construction, NEET risk).
- GB4 – Linking Curriculum to Careers: Subject-based workshops, DDDs, Progression Week.
- GB5 – Employer Encounters: Challenge Weeks, workshops, National Apprenticeship Week activities.
- GB6 – Workplace Experiences: Trips and targeted employer/industry engagement.
- GB7 – FE/HE Encounters: FE/HE provider visits, UCAS & apprenticeship workshops, Oxbridge prep.
- GB8 – Personal Guidance: Post-18 group sessions, 1:1 drop-ins, UCAS/employment support, targeted CIAG.

Calendar of Events 2025/26

	Term 1 Autumn 1	Term 1 Autumn 2	Term 2 Spring 1	Term 2 Spring 2	Term 3 Summer 1	Term 3 Summer 2
Y e a r 7	<p>Assembly/Tutor time Future Fridays (Unifrog/ Career of the Week/Quizzes etc)</p> <p>Careers & Aspirations Pupil Survey (GB3)</p> <p>'Intro to Careers' Parent/Carer presentation (GB2)</p> <p>Open Evening CIAG Support (GB1)</p>	<p>Assembly/Tutor time Future Fridays (Unifrog/ Career of the Week/Quizzes etc)</p> <p>Workshops/Trips or DDD in lessons (GB4,5,6&7)</p> <p>Challenge Week 1</p>	<p>Assembly/Tutor time Future Fridays (Unifrog/ Career of the Week/Quizzes etc)</p> <p>National Apprenticeship Week (9-15th Feb)</p> <p>National Careers Week 2nd-7th March</p>	<p>Assembly/Tutor time Future Fridays (Unifrog/ Career of the Week/Quizzes etc)</p> <p>Workshops Trips or DDD in lessons (GB4,5,6&7)</p> <p>Challenge Week 2</p>	<p>Assembly/Tutor time Future Fridays (Unifrog/ Career of the Week/Quizzes etc)</p> <p>PHRSE Lessons titled:Careers: Who Am I?</p>	<p>Assembly/Tutor time Future Fridays (Unifrog/ Career of the Week/Quizzes etc)</p> <p>Workshops Trips or DDD in lessons (GB4,5&6)</p> <p>End of year monitoring & evaluation of Careers programme (surveys/feedback) GB1</p> <p>Challenge Week 3</p>
Y e a r 8	<p>Assembly/Tutor time Future Fridays (Unifrog/ Career of the Week/Quizzes etc)</p> <p>Careers & Aspirations Pupil Survey(GB3)</p> <p>'Exploring Careers' Parent/Carer presentation (GB2)</p>	<p>Assembly/Tutor time Future Fridays (Unifrog/ Career of the Week/Quizzes etc)</p> <p>Workshops/Trips or DDD in lessons (GB4,5,6&7)</p> <p>Challenge Week 1</p>	<p>Assembly/Tutor time Future Fridays (Unifrog/ Career of the Week/Quizzes etc)</p> <p>National Apprenticeship Week (9-15th Feb)</p> <p>National Careers Week 2nd-7th March</p> <p>Y9 Parents Evening GCSE Options Support</p>	<p>Assembly/Tutor time Future Fridays (Unifrog/ Career of the Week/Quizzes etc)</p> <p>Workshops Trips or DDD in lessons (GB4,5,6&7)</p> <p>Challenge Week 2</p>	<p>Assembly/Tutor time Future Fridays (Unifrog/ Career of the Week/Quizzes etc)</p> <p>PHSRE Lessons titled: What does success mean to me?</p>	<p>Assembly/Tutor time Future Fridays (Unifrog/ Career of the Week/Quizzes etc)</p> <p>Workshops Trips or DDD in lessons (GB4,5,6&7)</p> <p>End of year monitoring & evaluation of Careers programme (surveys/feedback) GB1</p> <p>Challenge Week 3</p>
Y e a r 9	<p>Assembly/Tutor time Future Fridays (Unifrog/ Career of the Week/Quizzes etc)</p> <p>Assembly/Tutor time 'Exploring GCSE Options' presentation</p> <p>Careers & Aspirations Pupil Survey(GB3)</p> <p>'Exploring GCSE Options' Parent/Carer presentation (GB2)</p>	<p>Assembly/Tutor time Future Fridays (Unifrog/ Career of the Week/Quizzes etc)</p> <p>Workshops/Trips/ DDD in lessons linked to Careers (GB4,5,6&7)</p> <p>PHSRE lessons Choosing Options linked to Careers</p> <p>Challenge Week 1</p>	<p>Assembly/Tutor time Future Fridays (Unifrog/ Career of the Week/Quizzes etc)</p> <p>National Apprenticeship Week (9-15th Feb)</p> <p>National Careers Week 2nd-7th March</p>	<p>Assembly/Tutor time Future Fridays (Unifrog/ Career of the Week/Quizzes etc)</p> <p>Workshops Trips linked to Careers (GB4,5,6&7)</p> <p>Challenge Week 2</p>	<p>Assembly/Tutor time Future Fridays (Unifrog/ Career of the Week/Quizzes etc)</p> <p>Challenge Week 3</p> <p>Post 16 Pathways Local FE Providers</p>	<p>Assembly/Tutor time Future Fridays (Unifrog/ Career of the Week/Quizzes etc)</p> <p>Workshops Trips linked to Careers (GB4,5,6&7))</p> <p>End of year monitoring & evaluation of Careers programme (surveys/feedback) GB1</p> <p>Challenge Week 3</p>
Y e a r 1 0	<p>Assembly/Tutor time Future Fridays (Unifrog/ Career of the Week/Quizzes etc)</p> <p>Careers & Aspirations Pupil Survey(GB3)</p> <p>'Developing skills & interests' Parent/Carer presentation (GB2)</p>	<p>Assembly/Tutor time Future Fridays (Unifrog/ Career of the Week/Quizzes etc)</p> <p>Workshops Trips or DDD in lessons (GB4,5,6&7)</p> <p>Challenge Week 1</p>	<p>Assembly/Tutor time Future Fridays (Unifrog/ Career of the Week/Quizzes etc)</p> <p>National Apprenticeship Week (9-15th Feb)</p> <p>National Careers Week 2nd-7th March</p> <p>PHSRE lessons Preparing for Work Experience</p>	<p>Assembly/Tutor time Future Fridays (Unifrog/ Career of the Week/Quizzes etc)</p> <p>Y10 Parents Evening CIAG Support</p> <p>PHSRE lessons Preparing for Work Experience</p> <p>Workshops Trips or DDD in lessons (GB4,5,6&7)</p> <p>Challenge Week 2</p>	<p>Assembly/Tutor time Future Fridays (Unifrog/ Career of the Week/Quizzes etc)</p> <p>Y10 Work Experience</p> <p>Post 16 Pathways Local FE Providers</p>	<p>Assembly/Tutor time Future Fridays (Unifrog/ Career of the Week/Quizzes etc)</p> <p>Workshops Trips or DDD in lessons (GB4,5,6&7)</p> <p>End of year monitoring & evaluation of Careers programme (surveys/feedback) GB1</p> <p>Progression Week</p> <p>Challenge Week 3</p>

Year 11	<p>Assembly/Tutor time Future Fridays (Unifrog/ Career of the Week/Quizzes etc)</p> <p>Careers & Aspirations Pupil Survey(GB3)</p> <p>Y11 1:1 Sessions - CIAG Priority Pupils (GB8)</p> <p>'Post 16 Pathways' Parent/Carer presentation (GB2)</p> <p>Careers Fair</p> <p>Challenge Week 1</p>	<p>Assembly/Tutor time Future Fridays (Unifrog/ Career of the Week/Quizzes etc)</p> <p>Y11 1:1 Sessions - CIAG Priority Pupils (GB8)</p> <p>Y11 Parents Evening CIAG Support (GB1)</p> <p>LBWF Data Return – Y11 & Y12 Leavers Destinations Oct 2026 (GB3)</p> <p>Post 16 Pathways Local FE Providers</p>	<p>Assembly/Tutor time Future Fridays (Unifrog/ Career of the Week/Quizzes etc)</p> <p>Y11 1:1 Sessions - CIAG Priority Pupils (GB8)</p> <p>National Apprenticeship Week (9-15th Feb)</p> <p>National Careers Week 2nd-7th March</p> <p>Y11 'Drop in' Support Afterschool (2x weekly)</p> <p>HC6 App Deadline</p> <p>Challenge Week 2</p>	<p>Assembly/Tutor time Future Fridays (Unifrog/ Career of the Week/Quizzes etc)</p> <p>Y11 1:1 Sessions - CIAG Priority Pupils (GB8)</p> <p>LBWF Data return - Feb cohort check 2022 March Date TBC (GB3)</p> <p>Y11 'Drop in' Support Afterschool (2x weekly) GB8</p>	<p>Assembly/Tutor time Future Fridays (Unifrog/ Career of the Week/Quizzes etc)</p> <p>Exams Begin</p>	<p>'Risk of NEET' Bespoke Sessions (GB3&8)</p> <p>Exams</p> <p>LBWF Data return - Y12 & Y13 OFFERS/Sept Gtee June 2026 (GB3)</p> <p>End of year monitoring & evaluation of Careers programme (surveys/feedback) GB1</p>
Year 12	<p>Assembly/Tutor time Future Fridays (Unifrog/ Career of the Week/Quizzes etc)</p> <p>Careers & Aspirations Pupil Survey(GB3)</p> <p>'Skills for the Future' Parent/Carer presentation (GB2)</p> <p>LBWF Data Return – Sixth Form Enrolment 12&13s (GB3)</p> <p>Challenge Week 1</p>	<p>Assembly/Tutor time Future Fridays (Unifrog/ Career of the Week/Quizzes etc)</p> <p>Workshops Trips or DDD in lessons(GB4,5,6&7)</p> <p>6th Open Evening CIAG Support (GB1)</p> <p>Post 18 Pathways - Group Sessions (GB8)</p> <p>Challenge Week 1</p>	<p>Assembly/Tutor time Future Fridays (Unifrog/ Career of the Week/Quizzes etc)</p> <p>National Apprenticeship Week (9-15th Feb)</p> <p>National Careers Week 2nd-7th March</p>	<p>Assembly/Tutor time Future Fridays (Unifrog/ Career of the Week/Quizzes etc)</p> <p>Workshops Trips or DDD in lessons (GB4,5,6&7)</p> <p>Y12 Construction Pathways support</p> <p>LBWF Data return - Feb cohort check 2022 March Date tbc (GB3)</p> <p>Challenge Week 2</p>	<p>Assembly/Tutor time Future Fridays (Unifrog/ Career of the Week/Quizzes etc)</p> <p>Y10 Work Experience</p> <p>Challenge Week 3</p>	<p>Assembly/Tutor time Future Fridays (Unifrog/ Career of the Week/Quizzes etc)</p> <p>Yr 12 Progression Week</p> <p>Workshops Trips or DDD in lessons (GB4,5&6)</p> <p>LBWF Y12 & Y13 OFFERS - Sept Guarantee (GB3)</p> <p>Oxbridge/Early UCAS/Entrance Exam workshops (GB7)</p> <p>End of year monitoring & evaluation of Careers programme (surveys/feedback) GB1</p>
Year 13	<p>Assembly/Tutor time 'Exploring Post 18 & Beyond' presentation</p> <p>Careers & Aspirations Pupil Survey (GB3)</p> <p>'Exploring Post 18 & Beyond' Parent/Carer presentation (GB2)</p> <p>LBWF Data Return – Sixth Form Enrolment 12&13s</p> <p>UCAS & Apprenticeship Workshops (GB7)</p> <p>UCAS October Deadline</p> <p>KS5 'Drop-in' Support Afterschool (2x weekly) GB8</p> <p>Challenge Week 1</p>	<p>Assembly/Tutor time Future Fridays (Unifrog/ Career of the Week/Quizzes etc)</p> <p>Workshops Trips or DDD in lessons (GB4,5,6&7)</p> <p>KS5 'Drop-in' Support Afterschool (2x weekly)(GB8)</p> <p>6th Open Eve CIAG Support (GB1)</p> <p>LBWF Data Return – Y11 & Y12 Leavers Destinations (1Oct 2025)</p> <p>Post 18 Pathways - Group Sessions (GB8)</p>	<p>Assembly/Tutor time Future Fridays (Unifrog/ Career of the Week/Quizzes etc)</p> <p>National Apprenticeship Week (9-15th Feb)</p> <p>National Careers Week 2nd-7th March</p> <p>UCAS Main Application Deadline</p> <p>Post 18 - Apprenticeships & Employment Support</p> <p>Challenge Week 2</p>	<p>Assembly/Tutor time Future Fridays (Unifrog/ Career of the Week/Quizzes etc)</p> <p>Post 18 - Apprenticeships & Employment Support GB8</p>	<p>Assembly/Tutor time Future Fridays (Unifrog/ Career of the Week/Quizzes etc)</p> <p>Post 18 - Apprenticeships & Employment Support GB8</p> <p>Exams Begin</p>	<p>Exams</p> <p>LBWF Data Return = Y12 & Y13 OFFERS - Sept Gtee 2022 June tbc (GB3)</p> <p>End of year monitoring & evaluation of Careers programme (surveys/feedback) GB1</p>